Policy No. 1

Child Protection Policy

Policy adopted from Nambour Christian College 2011 and replaced previous policy.

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CHILD PROTECTION POLICY

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1. **INTRODUCTION**

An important facet of the Mission of Gulf Christian College, herein referred to as the College, is to provide a secure and supportive environment reflecting and committed to Christian values of respect and care. It is our goal that students will feel secure and be encouraged to reach their full potential and mature into effective members of society. The Child Protection Policy addresses instances where students may have suffered harm or been exposed to inappropriate behaviour or sexual abuse or suspected sexual abuse. It is one of a number of policies formulated to protect students and staff and to promote the well-being of the College community.

Where there is any conflict between other policies, this policy, the Child Protection Policy will prevail.

2. **DEFINITIONS**

a) **Child** means a person up to the age of 18 years of age.

b) **Student** means any person regardless of age who is enrolled at the school

c) **College** means Gulf Christian College
d) **Confidentiality.** It is important when handling complaints information that the confidentiality of all parties concerned is respected. Information will be regarded as confidential if:

i. the information has the ‘necessary quality of confidence’ in that any unauthorised use would be detrimental to a party and that;

ii. it was shared or confided under circumstances where there was a special need for trust, i.e. between the harassment officer and the complainant, or between the Principal and the alleged offender.

iii. Information will be shared only if it is necessary to comply with the requirements of this policy (delegated persons) or as required by law.

e) **Delegated persons** – are persons delegated to perform the duties of nominated staff included in this policy in their absence.

i. General Staff includes all staff and volunteers (excepting teachers) e.g. those involved in administration, bus drivers, cleaners, groundsmen, sporting coaches, sporting referees, teacher assistants, and volunteers working in any capacity for the College.

ii. Harm caused to a student under 18 years, is any detrimental effect of a significant nature on a student’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. The harm can be caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.

f) **Sexual abuse** is (defined in Education & Training Amendment Act 2011)

g) **Sexual Abuse**, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:

i. the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;

ii. the relevant person has less power than the other person;

iii. there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

iv. Inappropriate Behaviour by a staff member towards a student: Inappropriate Behaviour is NOT defined by law.

h) It includes inappropriate behaviour by a staff member towards a student that any unwelcome behaviour by a College employee towards a College student that the student is uncomfortable with and breaches the trust implicit in a normal adult-student relationship, as defined by accepted societal values, professional and contractual obligations, current legislation and/or legal precedent. Behaviour which would be regarded by a reasonable person to
be inappropriate between an adult and a child will be responded to as such even if the child does not reject it or indicate it is unwelcome.

i) NB. All these behaviours fall under the concept of “grooming”.

j) **Neglect** - The term *neglect* in this policy may be defined as any act or omission causing harm to a “child” by any person.

k) **Teacher** is a person employed in the capacity of a registered teacher at the College, and includes full time, part time, casual and re-appointments

l) **Employee**, of a school means a person engaged to carry out work at the school for financial reward.

m) **First/Relevant person** means a person mentioned in 365(1)(a) to(c), 365A(1(a) to(c), 366(1)(a) to(c), or 366(1)(a) to(c).

n) **Natural Justice** – The principle of natural justice will apply to processes and decisions under this policy.

   The principles of *Natural Justice* are that:

   i. A person alleged to have behaved improperly has a right to particulars of what has been allegedly done.

   ii. The right to respond to the allegations

   iii. The person has a right to be heard in an unbiased forum.

o) **Notifier** is a person who brings notice of significant harm to the attention of the College.

p) **Student Protection Contact Officer** – the named and published staff member (as required under the Accreditation Act 2001) to whom students may refer complaints.

q) **Designated Board Director** is the director appointed unanimously by the Board to receive and report sexual abuse matters regarding students.

r) **Independent Protection Advisor** – is appointed by the College, and is independent of the College, but available for assessment of complaints.

s) **Vexatious Complaint** – a vexatious complaint is a complaint which has no substance and which may be brought with ill intent. Vexatious complaints may have serious consequences under the College policy and legislation.

t) **Unacceptable Risk** – if the report of alleged abuse is of such concern that in the reasonable view of the Principal (with consultation) the person
implicated would be a danger – that person can be stood down or suspended in the interim.

u) **Incident** – any activity or set of circumstances of inappropriate behaviour, sexual abuse, or suspected sexual abuse, or where harm has occurred or is reasonably suspected.

v) **Unprofessional misconduct (QCT)** is any behaviour which, by its nature, is inappropriate, unwise and has potentially damaging consequences.

w) **Relevant State Authority** is defined as the Police or Department of Communities (Child Safety)

### 3. THE LAW

The College obligations in relation to this policy are covered in the following:

- Commission for Children and Young People & Child Guardian Act 2000
- Education (General Provisions Act) 2006
- Education (Accreditation of Non-State Schools) Regulation 2001 & Regulation 2011
- Anti-Discrimination Act 1991
- Education (Queensland College of Teachers) Act 2005
- Education & Training Amendment Act 2011
- Work Health & Safety Act 2011

### 4. PRINCIPLES

This policy is founded on the following principles:

a) Every child has a right to protection from harm.

b) The welfare and best interests of the child are paramount.

c) Families have the primary responsibility for the upbringing, protection and development of their children.

d) All actions taken by the College will be in the best interests of the child and will include the reporting of any suspected criminal behaviours regardless of family issues.

e) As part of its pastoral care commitments, the College will provide appropriate support to the child and family where an alleged harm has taken place.
f) The College will screen new staff / volunteers in relation to their suitability to work with children. [Suitability card & teacher registration will ensure compliance].

g) The College will not tolerate harmful behaviours. Such behaviours will result in penalties being imposed by the College.

h) The College will provide pastoral care to alleged offenders if they are students or employees of the College.

i) The confidentiality of all parties will be respected.

5. **SCOPE**

This policy and the procedures contained will apply to all complaints of harm, inappropriate behaviour or sexual abuse concerning students at the College, whether caused internally or externally.

6. **POLICY STATEMENT**

The College will apply mandatory reporting requirements under law where harm, inappropriate behaviour, harm or sexual abuse is known or reasonably suspected.

The College will work in partnership with the state authorities.

The College will provide appropriate pastoral support for students and families.

7. **RESPONSIBILITIES**

7.1 **COLLEGE BOARD**

The Board will discharge their duties in a manner which ensures that appropriate policies for effective management of the College are established and maintained.

The Board will receive an annual report from Principal.

The Board will appoint a suitably qualified director delegated to receive and to notify( to external agencies) any allegations regarding sexual abuse of students whether internal or external to the College.

The designated Director will be available to receive and to notify any allegations regarding such sexual abuse, known suspected or likely.
7.2 CEO

A CEO will provide an annual report regarding any mandatory reporting issues to the Board.

The CEO will be available to conduct, and at times manage or direct responses to Child Protection issues.

7.3 PRINCIPAL:

a) will promote and arrange for in-service training of matters contained in this policy within the school and community.

b) will appoint two Student Protection Officers as points of contact for child protection issues.

c) will implement procedures for screening of all persons involved in the College.

d) will seek advice as available from the College Legal protection Advisor

e) in cases of harm, or where harm (known or reasonably suspected), or of sexual abuse, or suspected sexual abuse, will (i) advise the CEO and Legal Protection Advisor and (ii) report to relevant State authorities in accordance with Table 1.

f) allow authorities to interview child at school (see Annexure)

g) consult with the CEO and thereafter manage

h) will take all necessary action in the standing down of any staff/student in relation to matters covered by this policy and carrying out any disciplinary measures noted in the policy.

i) will promote the role of the Student Protection Officers within the College and ensure that students are aware of this Policy and the reporting procedures.

7.4 STUDENT PROTECTION OFFICERS

(a) will be appointed by the Principal.

(b) will undertake training in the requirements of the role.

(c) will be known to staff and students and parents and should be a person that will be accessible.

(d) will follow the procedures set out in this policy.

(e) must inform the Principal where they are aware or suspect issues of child protection of students.
7.5 **STAFF**

(a) must comply with this policy and procedures regarding protective procedures

(b) must immediately report any issues concerning child protection (see Table 1).

(c) will protect confidentiality of the person disclosing the allegations and the details of the allegations and inform only the Principal or a Student Protection Officer.

7.6 **STUDENTS**

All students are encouraged to inform staff of any worry or concern they may have about their safety.

8. **TYPES OF ABUSE**

Harm may include significant examples of the following:

(a) Physical abuse and excessive punishment

(b) Emotional abuse

(c) Emotional deprivation

(d) Physical neglect and/or inadequate supervision, and

(e) Sexual abuse and exploitation.

9. **TIMELY RESPONSE**

The Principal will ensure that a timely response to the allegations will serve the best interests of all parties.

10. **INVESTIGATION**

(a) The College does not in any way investigate allegations the Principal reasonably considers has occurred. Harm is to be reported to external state agencies as is any matter relating to sexual abuse. Thereafter the College will co-operate with the state authority.
(b) For an action falling short of harm, the Principal may decide on a number of responses including investigating the matter internally or with assistance of an external investigator.

11. CONSEQUENCES OF BREACH OF POLICY

(a) HARM / SEXUAL ABUSE

(i) criminal conduct will result in criminal penalties as decided by legal process; a finding or plea of guilt at law will result in termination or expulsion of the offender or any employee.

(ii) in all such cases the Principal will stand down a staff member pending the result of investigation by the Police.

Employment disciplines may well follow criminal proceedings.

(b) INAPPROPRIATE BEHAVIOUR

Other breaches or professional misconduct, which may not result in external reporting or penalties, will result in consequences imposed by the Principal and may include:

- apology
- counselling
- warning
- demotion
- suspension
- standing aside
- termination
- expulsion (in the case of a student)

(c) Where a complaint / allegation is found to have no substance, every effort will be made to re-instate the alleged offender’s status and reputation.

12. PROCEDURES – SITUATION OF HARM OCCURRING WITHIN THE COLLEGE

Harm may occur to a child in an adult/student or student/student circumstances. In both cases these procedures as outlined in Table 1 below should be followed.
13. **PROCEDURES – SITUATIONS EXTERNAL TO THE COLLEGE**

Refer to Annexure E for indications of harm caused external to the College. In such cases the College will contact the relevant State authority whose response is required under the Child Protection Act. This may include interviewing the child at the school (have a support person with the child)

The Principal will offer pastoral care to the student and family.

The procedures as outlined in Table 1 below must be followed.
### TABLE 1: CHILD PROTECTION - ACTION REPORTING SUMMARY

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>IF ....</th>
<th>THEN ....</th>
</tr>
</thead>
</table>
| **REPORTING INAPPROPRIATE BEHAVIOUR (ACCREDITATION REGULATION S.10)** | You are a student or staff member and you wish to report behaviour by a staff member that you consider inappropriate | Report it to the Principal, or Student Protection Officer/Senior staff. Principal initiates investigation. Delegated investigator:  
  - interviews the Student  
  - interviews the Staff Member/student named in the report  
  - interviews any other person who may be able to provide useful information  
  - arrives at Findings.  
  Provides Report to the Principal. Principal refers to CEO  
  Principal take action on the basis of the evidence of the report  
  You, the Principal/Delegate receive the report under the report under the preceding step |
| **REPORTING HARM (ACCREDITATION REGULATION S.10)** | You as a student are aware or reasonably suspect that harm has been caused by anyone to a student of the College who was under 18 at the time | Report it to the Principal or Student Protection officer/Senior Staff  
You are a staff member and you are aware or reasonably suspect that harm has been caused by anyone to a student of the College who was under 18 at the time | Report it to the Principal or Protection officer  
Keep a written record of your actions  
You are -  
The Principal and you receive a report of harm or suspected harm to a student of the College and  
You are aware of the harm having been caused or you reasonably suspect the harm to have been caused | Report it to CEO. Report to the Police or the Department of Communities  
Keep a written report of your actions |
| **REPORTING SEXUAL ABUSE EDUCATION (GENERAL PROVISIONS) ACT** | You are:-  
  - a staff member; and  
  - aware or you reasonably suspect that a student of the school who was under 18 at the time has been sexually abused or is likely to be abused | Give a written report about the abuse to the Principal or Board Director. CEO informed. Contents of the written report are prescribed  
You, the Principal/Director receive a report under the preceding step | The Principal must report the information to the Director and CEO. A report must be made to a Police officer immediately |
14. **PROTECTION FOR NOTIFIER**

a) The Child Protection Act 1999 provides for confidentiality of by the person making a notification.

b) Also Section 22 of the Act provides for the protection from civil liability for persons, whom, acting honestly, notify or give information about suspected harm to a child. It states that merely because the person gives the notification or information, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct.

In accordance with this Act the College will protect the identity of the Notifier of information – unless required otherwise by Law.

15. **ROLE OF CHILD PROTECTION AGENCIES**

As part of the coordinated interdepartmental approach to child abuse, officers of the Queensland Police Service and the Department of Communities (Child Safety) are responsible for investigating and assessing any report of harm or suspected harm or neglect from any source and to ensure the well-being and safety of the child.

16. **ANONYMOUS COMPLAINTS**

Such complaints, by their very nature provide difficulties, however the College will investigate the validity of each one to the extent possible.

17. **HARM NOT COVERED BY SPECIFIC LEGISLATION**

a) **BULLYING AND HARASSMENT**

During their schooling, students may be at risk of bullying and harassment. In most cases this will not be reported to external authorities, (unless it involves criminal behaviour or is harm under the definitions supplied in this policy).

b) **SELF-HARM**

Known or suspected incidents of self injury (eg sniffing) must be reported to the Principal.

The Principal will consult with the CEO to determine what course of action should occur. Possible actions to include:
• contacting parents
• consulting with the Child and Youth Mental Health Service
• arranging professional assistance
• consulting with the local office of the Department of Communities (Child Safety)

18. **RECORD KEEPING**

Any staff member who has concerns about harm to a child, either suspicious or disclosed **MUST**:

(a) keep anecdotal records of dates, time and observations, focusing on the persistence of indicators over time and the severity of effects.

(b) if speaking to a child, keep questions to what/where/when

(c) take only short notes – must not investigate.

(d) Provide note to Principal.

(e) should the Principal need to interview the child further, the same procedures must be followed.

(f) records must be kept in a locked file by the Head of Pastoral Care.

19. **LENGTH OF TIME RECORDS WILL BE KEPT**

Reporting of a suspected criminal offence has no statute of limitations.

In all cases of possible ‘negligent issues’, the College will keep all records for three (3) years beyond the child’s 18th birthday.

20. **REVIEW OF POLICY**

This policy will be reviewed every two years or as required by legislation.
ANNEXURE A - REPORTING – SUSPECTED SITUATIONS OF HARM AND ALL CONCERNS EXCEPT SEXUAL ABUSE

Reporting of all incidents of harm is mandatory for staff whether the situation has occurred inside or outside the College.

This form is to be initiated by the staff member who has become aware of a probable incident and forwarded to Student Protection Officer, Principal or Chair of the Board of Directors. Both the Student Protection Officer and the Head of Pastoral Care will review the form and sign the form as evidence of their review.

Name of Student: __________________________________________________________________ Gender: M / F

Year Level: ________________________________________________________________________ DOB: __/__/___

When I first became aware of the situation (approx date) __________________________

I became aware of this situation because the student involved:

□ Spoke to me □ Observed

□ Spoke to another student □ Other _______________________

□ Spoke to another staff member _______________________

Following is a brief description of what the student said.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Identity of anyone else who may have supporting information: _____________________________

_______________________________________________________________________________________________

I confirm that the details above were told to me by the student. I will maintain the confidentiality of all persons involved, and expect the information passed on, will be acted upon and resolved in accordance with the College Student Protection Policy.

________________________________________________________________________

Signed by staff member initiating process

Date

============================================================================================= 

Referred to Principal ____________________________ Signed: Student Protection Officer ________________ Date

Referred to CEO ____________________________ Signed: Principal ________________ Date

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ANNEXURE B: PRESCRIBED FORM FOR REPORTING KNOWN OR SUSPECTED SEXUAL ABUSE (SECTION 68, General Provisions Act as amended)

Reporting of all incidents is mandatory for staff whether the situation has occurred inside or outside the College.

This form is to be initiated by the staff member who has become aware of a probable incident and forwarded to Head of College or Chair of the Board of Directors immediately. Both the Student Protection Officer and the Head of Pastoral Care will review the form and sign the form as evidence of their review.

*Name of Student: _____________________________________________

*Gender of Student        __________________ DOB: ___/___/_______

Year Level: ___________________________________________________

When I first became aware of/suspected or considered abuse to be likely, (approx date) ______

I became aware of this situation because the student involved:

□ Spoke to me           □ Other __________________________

□ Spoke to another student ______________________________________

□ Spoke to another staff member _________________________________

□ Staff member/other observation/reports __________________________

*Following is a brief description of what the student said (details of abuse or suspected abuse).

__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________

Student Age ____________________________________________________________________________

Identity of person suspected/likely to have caused abuse _________________________________

Identity of anyone else who may have information about abuse ________________________________

______________________________________________________________________________________________________________________________________________

I confirm that the details above are to my belief correct. I will maintain the confidentiality of all persons involved, and expect the information passed on, will be acted upon and resolved in accordance with the College Student Protection Policy.

______________________________________

*Signed by staff member initiating process (and full name) Date

Referred to Principal

Signed: by Principal Date

Referred to Designated Board director

Signed: director Date
ANNEXURE C - TRAINING - PROTECTIVE BEHAVIOURS GUIDELINES
FOR STAFF AND VOLUNTEERS

Gulf Christian College is committed to the safety and wellbeing of all its students. We support the rights of the child and will act without hesitation to ensure a safe environment is maintained for all our students.

Gulf Christian College also supports the rights and wellbeing of all our staff and volunteers, and support their active participation in building and maintaining a safe environment for all concerned.

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<thead>
<tr>
<th>ALWAYS</th>
<th>NEVER …</th>
<th>REMEMBER …</th>
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<tr>
<td>• conduct yourself in a manner consistent with your position and role as an employee of Gulf Christian College, and follow the College’s guidelines and protection policy of students.</td>
<td>• hold, kiss, cuddle or touch students in an inappropriate or culturally insensitive way.</td>
<td>• When interviewing, talking to, or tutoring a student always be aware of your locality, and maintain appropriate safeguards to ensure open accountability of your actions and behaviour.</td>
</tr>
<tr>
<td>• treat students with due respect, and be aware of your personal and professional behaviour towards them.</td>
<td>• do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.</td>
<td>• Be circumspect when supervising amenity blocks, change rooms and toilets. Announce your approach loudly. Segregation of staff and student amenities must be observed at all times.</td>
</tr>
<tr>
<td>• raise any concerns about the wellbeing of a student with your supervisor, and ensure that all allegations or suspicions of abuse are recorded and responded to.</td>
<td>• physically search a student or his property, and only invite they turn out their pockets, bags, etc with a witness in attendance.</td>
<td>• Arrange group activities in preference to working with individual students, including chores, preparation, set-up, and clean up.</td>
</tr>
<tr>
<td>• When interviewing, talking to, or tutoring a student be cautious of never being alone or in a private setting.</td>
<td>• take a student to your home, or encourage meetings outside of the College program.</td>
<td>• Ensure that camps and excursions are authorised by parents and the College, with a minimum of two adults attending any overnight camp.</td>
</tr>
<tr>
<td>• While counselling/ advising a student requires a confidential setting – have a place appropriate with safeguards, e.g. a pane of glass in the door so staff person (not students) can be seen, have doors without locks. Choose a place which is not too isolated or overly private.</td>
<td>• engage in sexual conduct of any nature with any student at any time; the age of the student and any consensual agreement are irrelevant.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• transport individual students in your vehicle.</td>
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ANNEXURE D - TRAINING - FLOWCHART: RESPONSIBILITIES AND PROCEDURES ARISING FROM A COMPLAINT

COMPLAINT RECEIVED

Student

Staff member

Provide written report to Principal.

USE FORM A

Suspected

HARM

Reports Harm to CEO and State Authority and report action

IF SEXUAL ABUSE

Principal/Designated Director

Immediately provide a copy of the written report Sexual Abuse to police officer and CEO

USE FORM B

Suspected

INAPPROPRIATE BEHAVIOUR

Principal / CEO

Decide how best to investigate, including

Principal

Interview student

Principal

Inform staff member named in complaint

Principal

Interview other persons for information

Principal / CEO

Take action on the basis of the findings
ANNEXURE E – TRAINING - INDICATIONS OF SIGNIFICANT HARM – APPLIES PREDOMINANTLY TO EXTERNAL ABUSE

<table>
<thead>
<tr>
<th>Sexual abuse and Sexual exploitation</th>
<th>Emotional abuse</th>
<th>Neglect</th>
<th>Physical abuse or non-accidental injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury to, or itching of, child’s genitals</td>
<td>Child extremely withdrawn, anxious or depressed.</td>
<td>Constant seeking of adult attention.</td>
<td>Bruises, welts, cuts, lacerations, burns, human bite or grab marks, and other injuries which are unexplained or could not have been self-inflicted.</td>
</tr>
<tr>
<td>Child reporting sexual behaviours</td>
<td>Child overly compliant or excessively aggressive</td>
<td>Child developmentally delayed.</td>
<td>Repeated injuries or accidents which are bizarre or vaguely described.</td>
</tr>
<tr>
<td>Child exhibiting sophisticated sexual knowledge or bizarre behaviour</td>
<td>Child excessively criticised</td>
<td>Consistent listlessness, fatigue, lethargy.</td>
<td>Bruising on a young baby who is not yet mobile.</td>
</tr>
<tr>
<td>Child showing a fearful avoidance of adults of a particular sex.</td>
<td>Child rejected or over-protected.</td>
<td>Child underweight or constantly hungry.</td>
<td>Discipline inappropriate for child’s age and development.</td>
</tr>
<tr>
<td>Sudden marked decline in child’s academic performance</td>
<td>Child failing to thrive for no medical reason.</td>
<td>Child’s medical or dental problems unattended, lack of physical hygiene.</td>
<td>Care provider seemingly unconcerned about child’s condition.</td>
</tr>
<tr>
<td>Mother frequently absent</td>
<td>Child making constant negative comments about own behaviour. “I’m bad, I’m no good”.</td>
<td>Child left alone at home or left unsupervised, when injuries may occur or when child’s health may be endangered.</td>
<td>Delay in seeking medical attention for child.</td>
</tr>
<tr>
<td>Male care provider misusing alcohol or drugs.</td>
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</table>
ANNEXURE F - TRAINING – STUDENT PROTECTION RECORD [WHERE STATE AUTHORITIES INTERVIEW CHILD AT SCHOOL]

<table>
<thead>
<tr>
<th>Record of interview with students for whom there are student protection interviews conducted by Department of Communities and/or Police, at school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This form is to be completed by the Principal (or delegate) and retained confidentially at school level. File the form in a secure location with other student protection documentation.</td>
</tr>
<tr>
<td>1. School: Dept. or Police wish to interview</td>
</tr>
<tr>
<td>2. Student Department (DOCS) or Police wish to interview: DOB:</td>
</tr>
<tr>
<td>3. Date of request:</td>
</tr>
<tr>
<td>4. Time period within which contact is required</td>
</tr>
<tr>
<td>5. Agency / Agencies intending to interview student</td>
</tr>
<tr>
<td>6. Officers who are requesting to interview student</td>
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<td></td>
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<td></td>
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<tr>
<td>7. Parent Notice</td>
</tr>
</tbody>
</table>
It is in the child’s best interests that the officer has contact with the child before the child’s parents are told about the investigation and/or

The child’s parents knowing in advance about the proposed interview with the child is likely to adversely affect or otherwise prevent the proper conduct of the investigation.

Department of Child Safety
Queensland Police Service

Will, as soon as practicable after the officer has had contact with the student, tell at least one (1) of the student’s parents that the officer has had contact with the student and the reasons for the contact.

NB. The school is not to inform parents of interviews unless requested to do so by DOCS or Police.

<table>
<thead>
<tr>
<th>School support person</th>
<th>Did the school provide the student with a support person during the interview?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes Name of Support Person: ____________________________</td>
</tr>
<tr>
<td></td>
<td>☐ Did the State Authority provide support?</td>
</tr>
</tbody>
</table>

Signature of Principal: ____________________________ Date: ____________

(Delegate)
ANNEXURE G - NAMES OF STUDENT PROTECTION OFFICERS & EXTERNAL PROTECTION ADVISOR

STUDENT PROTECTION OFFICERS:
The College has appointed the following to the role of Student Protection Officer

Jake Randall
Wendy Weidinger
Robert Ingle

DESIGNATED BOARD DIRECTOR
Suzanne Brooks

EXTERNAL PROTECTION ADVISOR:
Suzanne Brookes, LLB (Hons)
ANNEXURE H – COMPLIANCE CHECKLIST

<table>
<thead>
<tr>
<th>Child Protection – Compliance Checklist</th>
</tr>
</thead>
</table>

To be confirmed annually by the Governing Body/Board of the College.

**As required by Regulation 10 of the Education (Accreditation of Non-State Schools) 2001, the Education and Training Amendments Act 2011 and the Education (General Provisions) Act 2006**

The Student Protection Policy is in place and readily available to staff students and parents.

1. The Policy complies with the 2012/2013 Amendments.  
   [ ] Yes  [ ] No  [ ] Unsure

2. The Student Protection Policy has been reviewed and affirmed by the Governing body most recently on …………………….
   [ ] Yes  [ ] No  [ ] Unsure

3. The Governing Body has appointed a suitable/appropriate Director as the designated Board member legally responsible for responding to matters of sexual abuse.
   [ ] Yes  [ ] No  [ ] Unsure

4. The Governing Body has appointed an External Protection Officer or other suitable Delegate to take on the legal responsibilities of responding to sexual abuse matters (in place of a designate director).
   [ ] Yes  [ ] No  [ ] Unsure

5. The External Student Protection Officer is qualified to give advice to the Principal/Board on all student protection matters.
   [ ] Yes  [ ] No  [ ] Unsure

6. Other Policies are in place to promote the well-being, safety, conduct of staff and students.
   [ ] Yes  [ ] No  [ ] Unsure

7. Numerous reminders are made to raise staff, student and parent awareness of appropriate and legal expectations regarding conduct, “codes of behaviour” including issues of familiarity and cyber safety.
   [ ] Yes  [ ] No  [ ] Unsure

8. The governing body has ensured staff are aware of general and specific obligations under student protection legislation.
   [ ] Yes  [ ] No  [ ] Unsure

9. The Principal, Student Protection Officers and **designated Board Director (or Delegate)** understand the procedures and their particular role and duties under the Student Protection Law.
   [ ] Yes  [ ] No  [ ] Unsure

10. All staff have had in-service on the Mandatory Reporting requirements under Legislation.  
    - Inappropriate Behaviour  
    - Harm  
    - Sexual Abuse  
    - Suspected Sexual Abuse  
    - Likely sexual abuse  
    This last took place for all staff in (year) May, 2013.
   [ ] Yes  [ ] No  [ ] Unsure

11. There is provision for new staff to receive appropriate Induction.
   [ ] Yes  [ ] No  [ ] Unsure

12. All staff are aware of the persons delegated as Student Protection Officers (2) and the Director of the Board (or Delegate) responsible for responding to sexual abuse matters under Law.
   [ ] Yes  [ ] No  [ ] Unsure
CHILD PROTECTION – COMPLIANCE CHECKLIST

Child Protection Officers: Names __________________________________________

________________________________________

Designated Board Director: Name: __________________________________________

Or

Delegate Name___________________________________________

Compliance Checklist Confirmed: Yes No

Confirmation by:

Delegated Director:
(signature) ____________________________ Date: ____________

CEO: ____________________________ Date: ____________

Principal: ____________________________ Date: ____________

Board Chair: ____________________________ Date: ____________